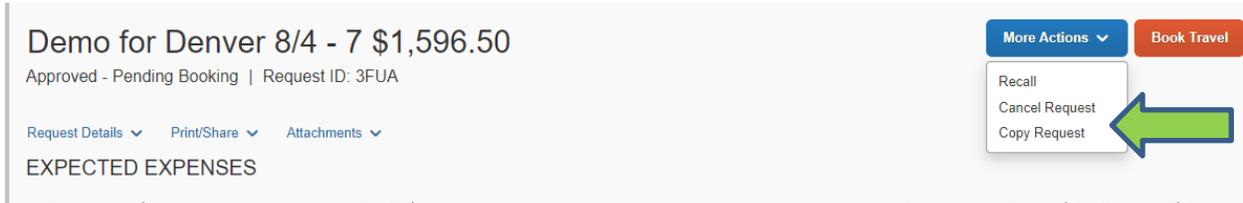
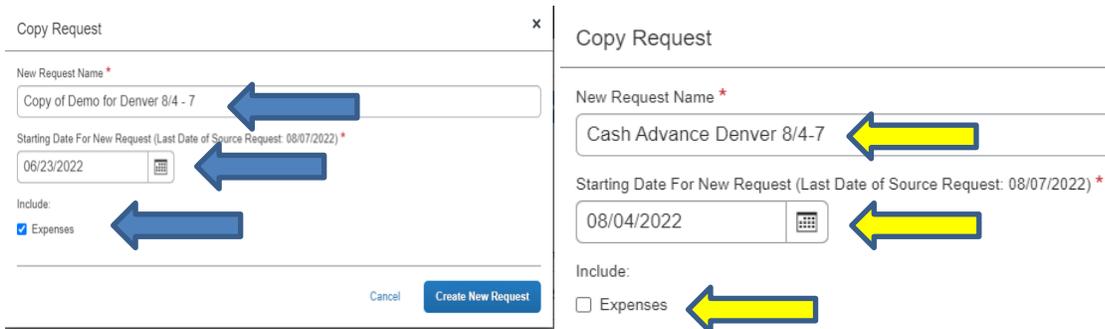


## How to Add a Cash Advance in Concur When Your Trip is Already Approved

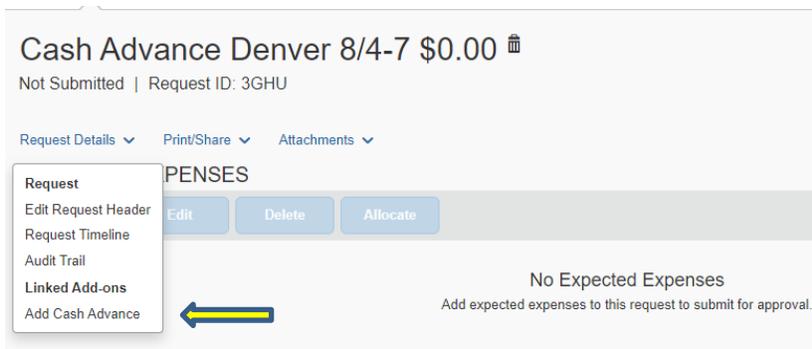
Open the **Request** that you need a cash advance for. When open, click on the More Actions button and then **Copy Request**.



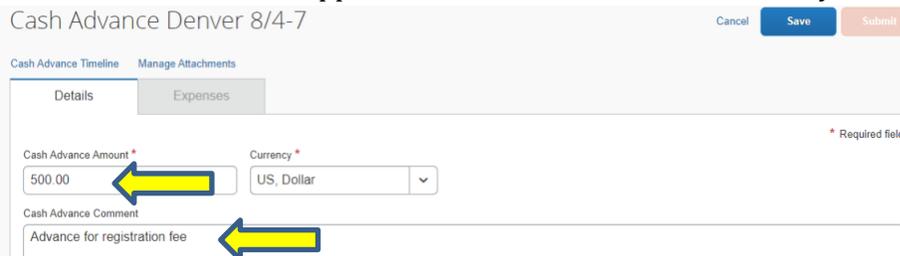
The box below will appear. Change the **Request name** to Cash Advance Denver 8/4-7. Change to date to the start date of your **Request**. Uncheck the Expense box



Click on **Create New Request**. The box below will appear. Click on the **Request Detail** button and then **Add Cash Advance**

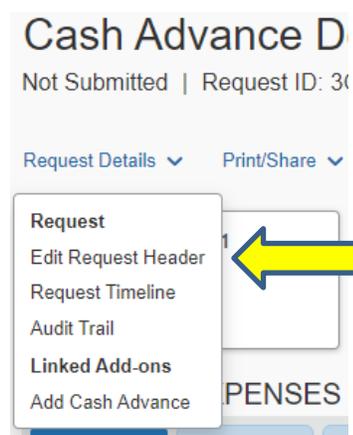


A **Cash Advance** box will appear. Add the amount of cash advance you need with a comment.



Submit the **Cash Advance**.

Click on **Request Detail** again and **Edit Request Header**



Change the **Booking type** to **“Other”**. Click on **Supplemental Request** and select the appropriate **Request** the **cash advance** should be attached to. The click **Save**.

Edit Request Header  
Cash Advance Denver 8/4-7 | Request ID: 3GHU

|  |   |   |
|--|---|---|
| Request Policy<br>*ORAU-Travel Approve then Book | Request Name *<br>Cash Advance Denver 8/4-7 | Supplemental Request<br>Search by ▾ Request ID  |
| Request/Trip Start Date *<br>08/04/2022          | Request/Trip End Date *<br>08/07/2022       | Trip Title *<br>Travel  |
| Are you attending a Conference? *<br>No          | Non-Business Days? *<br>No                  | List of Non-Business Days<br>(3GHP) Copy of Demo for Denver 7/25-28<br>(3FUA) Demo for Denver 8/4 - 7<br>(3GGG) Denver, CO 9/4-8/2022<br>(3FUD) virtual Demo for Denver 8/4 - 7 |
| Booking Type *<br>3. Other                       | Main Destination City *<br>Denver, Colorado | Main Destination Country<br>UNITED STATES (US)  |
| Business Purpose *<br>Cash Advance               | Project *<br>ORAU-Travel (2022)             | Task *<br>ORAU-Travel (2022)  |

Under **Expected Expenses**, click **Add**, then click on **Other**. The **Transaction amount** should be **\$1.00** and the **Description** should read, **Cash Advance Only. No expenses**. Then click **Save**.

New Expense: Other \$1.00  
08/04/2022

Allocate

|   |                                 |
|---|---------------------------------|
| Trip Start Date<br>08/04/2022                   | Trip End Date<br>08/07/2022     |
| Description *<br>Cash Advance only. No expenses | Transaction Amount *<br>1.00    |
|   | Comment<br><input type="text"/> |

Click **Submit Request**.